

DRAFT

25X1

NOTICE

PERSONNEL
28 January 1959

POSITION ANALYSIS

~~AS RELATED TO~~

25X1

CAREER SERVICE AVERAGE GRADE

REFERENCES: Regulations

1. GENERAL

method of
i. The ~~procedures governing the assignment of~~ personnel by Career Services to operating ~~units~~ *components* as ~~given~~ *presented* in Regulation *and Handbook* makes possible the movement of Career Service personnel into flexible positions without requiring the revision of planning papers or the reclassification of positions. This notice introduces a further step in the direction of flexibility and it establishes a new relationship between the process of position analysis and the administration of personnel by Career Services.

2. POLICY

2. *AM* The classification of new positions and the reclassification of existing positions, whether limited or flexible, will be accomplished with the minimum necessary review if ~~such~~ *this* classification and reclassification ~~action~~ *so that there is* is accompanied by compensating changes which result in no increase in the average grade of the Career Service concerned.
3. *AM* Classification actions resulting in an increase in the average grade of a Career Service will require justification both with regard to the position or positions affected and with regard to the importance and weight of the general requirements placed on that Service.